

CM/ECF Project Update January, 2003

We're pleased to announce that, in addition to all the trustees, 22 Portland attorneys and their support staff and eight Bangor attorneys and their support staff have been trained for electronic filing. If you haven't already come for training please check the attached schedule of classes and sign up. But please be sure that you, your staff and your office are "ECF ready" so that you can meet our requirement and begin e-filing within two weeks after you're trained. If you have several people in one firm (attorneys and support staff) who would like to train together, which is recommended, and have a convenient date in mind that's not already on the schedule, please call us and we'll try to accommodate you. Otherwise, please select one of the formal training dates and sign up. We'll continue to add dates as needed, and to post new dates on this web site. We are currently scheduling classes at 10 a.m. to enable staff to travel between Bangor and Portland and train in a single day due to budget constraints. We recognize that this is not the best time for a 3-4 hour class, and will go back to earlier times if we get a budget that permits us to stay overnight. Please bear with us during this difficult financial time.

As we've mentioned in the training classes, while some things in the system are pretty well fixed at the moment, there are some things that can be changed. For example, we've added some prefixes to accommodate suggestions made by some of our e-filing attorneys for additional clarity in docket entries. Whenever we can make the changes they're looking for, we're happy to do it. The newly formed users' group is meeting again Jan. 31, and we expect it to have an important voice in further development of the system and procedures. As we promised, the administrative procedures will continue to be revised as we see new ways to improve implementation of electronic filing. Please continue to check this site for further updates.

In addition, effective December 1, 2002, a new standing order is in effect requiring a cover sheet for applications for compensation. This new requirement is waived for electronic filers. You can see the order with the cover sheet form on this web site.

For those of you not filing electronically, please note that the administrative procedures require excerpting lengthy exhibits before scanning them, so that only the portions "directly germane to the matter under consideration" are attached as exhibits. This is intended to decrease the time and expense required to download and print the documents.

Once again, we'd like to remind everyone that there is a standing order regarding the proper format for filings, which is available on the local rules page of this web site. These requirements are critical for the scanning of all documents, since the electronic file is now the official file of the court, and following them will help us create quality images.